

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD								3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No.							
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt								8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No											
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)								11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code									
14. Agency Use CNIC								15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date	
a. Office of Personnel Management																					
b. Department, Agency or Establishment																					
c. Second Level Review		Bartender				NA		7405		03		JN		12-31-01							
d. First Level Review																					
e. Recommended by Supervisor or Initiating Office																					
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)											
18. Department, Agency, or Establishment										c. Third Subdivision											
a. First Subdivision										d. Fourth Subdivision											
b. Second Subdivision										e. Fifth Subdivision											
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)											
Signature					Date					Signature					Date						
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position											
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier										FWS JGS For Bartending 7405, TS-33 Sept 74											
Signature					Date					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.											
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																					
b. Supervisor																					
c. Classifier																					
24. Remarks																					
25. Description of Major Duties and Responsibilities (See Attached)																					

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Bartender **POSITION NUMBER** 01-005A

JOB SERIES: 7405 **PAY LEVEL:** NA-3

Summary of Duties: Operates a limited service bar such as portable bars for private parties and banquets. Mixes and serves alcoholic and nonalcoholic drinks, receives and records payment at time of sale, and maintains inventory of stock. Ensures bar is in a presentable and sanitary condition.

Performs other related duties as required. Must meet minimum age requirement.

Skills and Knowledge: Knowledge and skill to mix and serve beverages from a bar which is limited to a few varieties and brands of liquor, soda, beer, and wine. Pre-mixed beverages, such as daiquiris, are served; however, beverages of the exotic variety are not mixed or served. Knowledge of the correct proportions and mixtures to use in preparing beverages according to name request from patrons or cocktail attendants. Ability to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed. Ability to collect tabs or chits in appropriate amounts and reconcile them with the quantities and prices of items dispensed.

Responsibility: Receives instructions concerning the proper operation of the bar either orally or in writing from the manager, and is held responsible for the proper operation of the limited service bar.

Physical Effort: Must walk or stand for prolonged periods of time. Frequently handles objects weighing up to 20 lbs., and occasionally objects weighing up to 40 lbs.

Working Conditions: Work is normally performed inside with adequate light, heat and fresh air. Incumbents are exposed to the possibility of chapped hands, bruises, and cuts.